

ER-4-8602

~~CONFIDENTIAL~~

MEMORANDUM FOR THE RECORD

17 November 1953

In connection with items 4.b. and c. of the Weekly Status Report for General Services, the undersigned discussed the items with [REDACTED] as follows:

25X1A

25X1A 1. [REDACTED] explained in detail the anticipated workload of
 25X1A surveying and installing a records program within [REDACTED]. He further stated
 25X1A that [REDACTED] had concurred in an outline of this work. It was indi-
 25X1A cated [REDACTED] that this Office felt several months was an overly long
 period for such a job and requested him to forward as soon as possible the
 outline from which he proposes to work for study here.

STATSPEC

25X1A 2. [REDACTED] was advised that there was serious question whether
 25X1A or not General Services organization was an appropriate office to prepare
 25X1A "A Writer's Handbook." [REDACTED] stated that they were now collecting prepared
 25X1A materials from other Government agencies relating to this. I requested Mr.
 25X1A [REDACTED] not to start this project in any way except to collect such handbooks.
 It was agreed that after collecting such materials he would discuss it with
 Training and at that point would report to this Office further with recom-
 mendations.

[REDACTED]
 Executive Officer, DD/A

25X1A

cc: Chief, General Services

JSW:djm
 1-DD/A Chrono
 O-Subject (DD/A)

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